



# VACANCY ANNOUNCEMENT

## THE USAID MISSION IN SAN SALVADOR

No. 17-002

### Project Management Specialist (Citizen Security/Public-Private Alliance) Position Vacancy

Date:  
02/27/2017

**OPEN TO:** All Interested Candidates

**POSITION:** Project Management Specialist (Citizen Security/Public-Private Alliance), FSN-11

**OPENING DATE:** February 27, 2017

**CLOSING DATE:** March 10, 2017

**WORK HOURS:** Full time; 40 hrs. Workweek

**SALARY:** \*Ordinarily Resident (OR): Position Grade FSN-11  
**Depending on the selected candidate salary history**, salary could range from \$41,798.00 up to \$65,794.00 (Basic Rate + Allowances)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Agency for International Development (USAID) in San Salvador is seeking applications for a Project Management Specialist in the Democracy and Governance Office.

#### **BASIC FUNCTION OF THE POSITION**

The Project Management Specialist serves as the principal expert and senior Foreign Service National resource and advisor to the DG Office Director and Mission management on the advancement of public-private partnerships in crime prevention, education, and other broad range of citizen security and democracy and governance areas.

The incumbent acts as the primary FSN Citizen Security/Public-Private Advisor for the Mission's largest Global Development Alliance (GDA) and complex portfolio of projects along with planning and designing activities to strengthen public-private sector engagement. The Specialist serves as the principal liaison with leading private sector entities in establishing public-private alliances. The incumbent identifies project needs and or opportunities where public-private alliances could be developed to leverage funds from private sector partners to address development problems. S/he develops relationships with private sector business, corporations, and foundations, non-government organizations through formal and informal outreach. S/he provides guidance and attracts financial resources and investments that can be leveraged to address program goals and objectives. The Specialist is also the principal contact with key high level government officials, international donor community,

civil society organizations, implementing partners, academia and other stakeholders. The incumbent serves as principal Global Development Alliance and Local Capacity Development lead in the DG Office.

**MAJOR DUTIES AND RESPONSIBILITIES:** **% OF TIME**

**1. Strategy Development, Program Design and Activity Management** **35%**

As lead FSN advisor on the Citizen Security Team, the incumbent manages high visibility programs that leverage funds from the private sector to address development problems. The incumbent functions as Activity Manager and Contracts/Agreement Officer Technical Representative (COR/AOR) for awards that involve major public-private alliances in education, citizen security, and local capacity development. As the GDA and local capacity development lead in the DG office, the incumbent will manage with the Strategic Development Office, the review and development of activities that address public-private alliance building. As Activity Manager and Contracts/Agreement Officer (AOR/COR) Technical Representative, the incumbent leads all phases – including design, development, implementation, monitoring, and management of public-private programs. S/he exercises wide latitude in the design, and management of public-private alliances and local capacity development activities for which s/he is the AOR/COR. S/he leads all substantial involvement and oversight responsibilities for USAID in the implementation instruments such as approval of annual work plans, and monitoring and evaluation of recipients’ work plans. The incumbent obtains feedback from GOES institutions, academia, private sector foundations, donor community and civil society organization and beneficiaries to ensure compliance with established strategies and activities.

The incumbent is responsible for assuring implementing partner’s achieve assigned and contracted objectives and outputs and provides technical direction to the contractors and recipients and assures that they perform the technical requirements of the contract or agreement in accordance with the terms, conditions, and specifications. The incumbent provides advice and recommendations on financial procedures, policies and strategies to adequately meet activity objectives in public-private activities, especially in sensitive political and technical matters. The Specialist has full responsibility to require corrective action when program/ projects or activities are underperforming and for recommending corrective action when needed. The Specialist is responsible for the financial management of his/her portfolio, including ensuring adequate funding levels and appropriate expenditures are maintained and accounted for; ensures that funds are used appropriately; analyzes expenditures; prepares budget and accrual information; and follows up the resolution of audit findings.

**2. Technical Resource and Advisor** **25%**

The incumbent serves as the chief expert, technical point of contact and resource person on matters related to private-public alliances for citizen security. S/he provides technical and management expertise and leadership in the conceptualization, planning and monitoring of high visibility components of the DG portfolio related to public-private alliance building. The incumbent serves as the principal advisor to the DG Office Director, Citizen Security Team Lead, Mission Management, and other Activity Managers on the design and strategic development of public-private partnerships on citizen security, education and local capacity development. The incumbent provides high level technical guidance to implementing partners, private sector entities, government, and local organizations, academia to ensure that outcomes of public-private alliances are aligned and respond to citizen security and education challenges.

S/he also plays an influential role in the implementation of the GOES National Crime Prevention Policy, and GOES Security Plan in priority municipalities and provides guidance on alignment of USG investments and strategies in support of these strategic national priorities. S/he provides technical guidance on bilateral security strategies to ensure alignment with the Central America Regional Citizen Security Initiative (CARSI), Alliance for Prosperity, and the U.S. Engagement in Central America Regional (CEN) strategy.

### **3. High Level Contacts, Alliance Building and Donor Coordination**

**25%**

The incumbent represents USAID with high level Government of El Salvador (GOES) officials, as well as with Executives and Boards of Directors of NGOs, key private sector partners, foundations and donor community as well as bilateral and multilateral donors. As the primary FSN lead in private sector engagement and alliance building, the incumbent establishes strategic partnerships with high level executives and business leaders in El Salvador and the U.S. This involves identifying critical partners, establishing strong public-private alliances and negotiating strategic partnerships. The incumbent plays a key leadership role in advising USAID and the USG interagency on strategic public-private alliances for citizen security, education and other democracy and governance areas.

The incumbent also maintains contacts with Ministers and Vice-Ministers of Justice and Security, Executive Directors of major Foundations, Embassies, and donors including the World Bank, InterAmerican Development Bank, European Union and major international organizations as part of their alliance building role. To fulfill his/her responsibilities the incumbent regularly represents USAID with high level donors and provides technical guidance on donor coordination and decision making to maximize the impact of USAID citizen security investments in the country. S/he also facilitates greater coordination between the private sector, government, donors and local organizations on effective public-private alliances in citizen security and education.

The incumbent also serves as a lead in high level meetings of USG interagency partners, technical committees, and other entities dealing with public-private partnerships, citizen security. The incumbent represents the USG and USAID Mission at national, regional and international meetings and fora on public-private partnerships matters. In this role the incumbent ensures appropriate planning, implementation, coordination and strengthens working relationships among relevant parties.

### **4. Monitoring, Reporting, Research and Analysis**

**15%**

The incumbent is responsible for rigorous performance monitoring, programmatic research, data analysis, and reporting for current and future public-private alliances in citizen security and education. The incumbent leads and coordinates studies, assessments, and surveys related to citizen security, education and local capacity development. As the principal expert on citizen security public-private alliances, s/he documents and analyses state of the art research, best practices, and keeps USAID up to date with effective practices and solutions to citizen security challenges. S/he uses information from research documents produced to prepare factual, statistical, and analytical reports. S/he also serves as the primary point of contact for the DG office in reporting requirements to Washington D.C and compliance with USAID Forward goals, CARSI priorities, and prepares factual, statistical, and analytical reports to keep key stakeholders in Washington with updated information on progress towards strategic citizen security public-private alliances.

The incumbent monitors achievements of activity objectives through site visits, end use monitoring, and evaluations, and reviews periodic reports from the implementing agency compared to the annual action plans and other activity documents. Identifies multifaceted problems and recommends innovative resolutions and ongoing opportunities for future development of activities. Prepares USAID documentation, including action memoranda, financial reports, implementation letters, ongoing and special progress reports required to secure and or justify funding and technical support.

The incumbent provides other services as requested by the Democracy and Governance Director or Deputy Director, including serving as the Acting Citizen Security Team lead when needed.

### **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** University degree from a national or international university in one of the following arts and/or sciences, administration, management, international relations, international development or related field is required.
2. **EXPERIENCE:** Minimum of seven years of technical expertise in fields related to public-private alliances, citizen security, international development or a related field; including design, implementation and management of development activities is required. Substantive experience in policy and strategy development, program design and implementation for multi-sector development programs, including crime prevention, education and local capacity building is required.
3. **LANGUAGE:** Level IV (fluent) in English oral/written is required.  
Level IV (fluent) in Spanish oral/written is required.
4. **KNOWLEDGE:** Professional-level knowledge of best practice citizen security, crime and violence interventions, and education. Strong knowledge of working with the private sector and establishing public-private alliances, working with the Ministry of Justice and Security, and other relevant government counterparts is critical. Strong understanding of the citizen security challenges that face the country and have knowledge of managing activities that address these challenges. Thorough knowledge of host country characteristics and culture, and of host government's development perspectives, objectives and priorities, particularly in the technical area assigned and in related areas. Strong knowledge of other donors' (bi and multi-lateral) related projects and activities. Knowledge of the structure and workings of USG, including key agencies represented at post (State, INL, etc.)
5. **SKILLS AND ABILITIES:** Demonstrated ability in analysis, policy development, and management of the citizen security sector and in working on public-private alliances. Experience and ability to advise Mission management on public-private alliances related to citizen security, education and local capacity building that effectively advance USG priorities. Program designs, monitoring, implementation, budgeting and evaluation skills for complex activities are essential. Ability to communicate complicated strategies or program issues orally and in writing and the ability to provide information that is objective. Experience and maturity in dealing with high level government representatives in the country is critical. Excellent interpersonal and, coordination skills and the capability to manage donor relations. Able to coordinate with all parts of the Embassy and USAID in order to advance program interest and be able to handle sensitive issues in a diplomatic manner. Ability to analyze and evaluate complex data, including the ability to identify significant economic, political and social trends in the country that impact on citizen security, and present it in meaningful terms to persuade decision-makers. Ability to establish and maintain contacts at all levels with counterparts in GOES, NGOs, local and international contractors and cooperating agencies, the private sector, and related institutions and other donors. Ability to transmit information to USAID, other donors, GOES, NGOs and other counterparts regarding USAID activities. Ability to negotiate, exercise tact, diplomacy and good listening skills. Computer literacy is essential, including competency in the entire Microsoft Office suite, particularly in the use of Microsoft PowerPoint and spreadsheet programs such as Microsoft Excel.
6. **IT IS REQUIRED that candidates complete the DS-0174 form, SIGN it and submit it. Applicants who do not submit a SIGNED DS-0174 form will be disqualified.**

## SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

#### TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174); [http://sansalvador.usembassy.gov/job\\_opportunities.html](http://sansalvador.usembassy.gov/job_opportunities.html)

2. Candidates must identify the position to which they are applying.

Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above

#### SUBMIT APPLICATION TO

Executive Office

USAID / El Salvador

PER e-mail:

**[ssvacancies@usaid.gov](mailto:ssvacancies@usaid.gov)**

*Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.*

#### DEFINITION

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

1. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

**CLOSING DATE FOR THIS POSITION: March 10, 2017**

The US Mission in San Salvador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: USAID / EXO



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